

Retention and Classification Report

Agency: District Court (Seventh District : Carbon County) (1697)
149 East 100 South
Price, UT 84501
435-637-7349

Records Officer

04644	Adoption case files
84954	Civil case files
04031	Criminal case files
14184	General fee books
28676	Grand jury records
84955	Judgment books
14179	Judgment dockets
14183	Juror and witness time and fee books
21841	Minute book indexes
04641	Miscellaneous applications and petitions
04640	Probate case files
01063	Probate record books
14181	Probate registers of action
14185	Register of claims
14187	Wills filed and recorded

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4644

3

TITLE: Adoption case files

DATES: 1902-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These case files document all adoptions handled in the District Court for Carbon County.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on the importance of these records in documenting adoptions which are important for research purposes.

PRIMARY CLASSIFICATION:

Exempt Adoption case files are sealed for 100 years, except for the adoption decree, which may be accessed by the adult adoptee or the adoptive parent. UCA 78-30-19 and see also CJA Rule 6-406(5) (which has been repealed)

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 84954

3

TITLE: Civil case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Original complaint or summons, and all legal papers filed through disposition or dismissal of civil cases, the proceedings between parties wherein rights are enforced or protected, or wrongs are prevented or redressed, which cannot legally be called criminal cases, involving real property and incidents in Carbon County. Transcripts and exhibits are not included. Civil cases include petitions for divorce, suits to recover money, voluntary withdrawal or dissolution of corporations, and writs of habeas corpus.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 84954

TITLE: Civil case files

(continued)

APPRAISAL:

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4031

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Includes records pertaining to Butch Cassidy (Cassady).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4031

TITLE: Criminal case files

(continued)

action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14184

3

TITLE: General fee books

DATES: 1970-

ARRANGEMENT: Chronological

DESCRIPTION:

These books documents fees and fines collected by the district court.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

Maintain as long as the court has administrative, fiscal, and legal need and then destroy as per the Court Retention Schedule.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 28676

3

TITLE: Grand jury records

DATES: 1925

ARRANGEMENT: Chronological.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series has permanent historical value as representative documentation of the functioning of grand juries in Utah, and more particularly as evidence gathered of a lynching in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 84955

3

TITLE: Judgment books

DATES: 1982-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series documents judgments for civil matters processed and filed in the Seventh District Court in Carbon County. These records provide information on the actual court case including information generated during or after the final judgment. They may also contain information from governmental agencies including: the Tax Commission, Industrial Commission, and Unemployment.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 11/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 84955

TITLE: Judgment books

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14179

1

TITLE: Judgment dockets

DATES: 1896-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains the Judgment Dockets produced by the Sixth District Court in Sanpete County. Dockets function as an agenda for the proceedings of the court, written in abstract or brief form to act as a record of the action relative to each case. The docket generally contains the following information: Plaintiff, Defendant, Nature of the Case, Attorneys for the Plaintiff and Defendant, Case Number, Date and Nature of each action taken in the case, any applicable fees for the action, along with the judge's disposition of the case.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a vital record essential for the operation of the court and its ability to fulfill obligations to the public.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14179

TITLE: Judgment dockets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14183

3

TITLE: Juror and witness time and fee books

DATES: 1960-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These books document fees paid to persons serving on juries.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

Maintain as long as the court has administrative and legal need and then destroy as per the Court Retention Schedule.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 21841

3

TITLE: Minute book indexes

DATES: 1896-

ARRANGEMENT: Numerical by volume indexed, thereunder alphabetical.

DESCRIPTION:

Gives case number, plaintiff and defendant names, and page numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1924 through 1929. Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4641

3

TITLE: Miscellaneous applications and petitions

DATES: 1970-1981

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Includes hospitalization in the State hospital, change of name, mental condition assessments, and application for involuntary admission to the Utah State Hospital.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfilm master: Retain in State Records Center permanently.

APPRAISAL:

Historical

Disposition based on importance of these records in documenting various petitions and applications including petitions for name changes and for involuntary commitment to the state hospital as well as evaluations of mental condition. Value is for research purposes.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4641

TITLE: Miscellaneous applications and petitions

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4640

3

TITLE: Probate case files

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Files involving the formal and informal distribution of estates according to interstate succession, wills, and codicils. Probate case files also pertain to guardianships and sometimes adoptions as well as the estates of deceased persons.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently or until microfilmed.

Microfiche master: Retain in State Archives permanently.

Microfiche duplicate: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 4640

TITLE: Probate case files

(continued)

APPRAISAL:

Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. Because they enforce or protect private rights and prevent or redress private wrongs, the value of the judge's decrees and final judgments to parties in the action may well extend indefinitely.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. Estates of deceased persons are public. Adoptions are sealed so film must be previewed by staff before being given to patrons.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 03/2015.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 1063

4

TITLE: Probate record books

DATES: i 1895-1966; 1973-

ARRANGEMENT: Alphanumerical with chronological entries

DESCRIPTION:

Probate record books contain detailed proceedings in estate and guardianship cases. Personal name change cases may also appear for deceased persons, the will, appraisals and inventories, and the settlements are recorded. For guardianships, the appointment of a guardian and frequently an account of some property are noted. Adoption records give the full order of adoption, often with statements from both the natural and adoptive parents or a social service agency detailing circumstances of the adoption. The county probate court was responsible for the proceedings of these cases until statehood (1896), at which time the probate court was dissolved and the district court assumed the responsibility.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1895 through 1986.
Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1895 through 1986.
Retain in State Archives permanently.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 1063

TITLE: Probate record books

(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoptions become public after 100 years; until then they are sealed and only obtainable through the court. These books include occasional reference to adoptions.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14181

3

TITLE: Probate registers of action

DATES: 1896-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

These registers document probate cases handled in the Seventh District Court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 50 years or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

Disposition based on the value of these records in fully documenting probate proceedings in the court as well as the valuable information they contain related to socioeconomic and family data.

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14181

TITLE: Probate registers of action

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt.

UCA 78-30-15 (2008). As of 1 July 1999, adoption records become public after 100 years; until then they are sealed and only obtainable through the court. These books include information about adoptions cases

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14185

3

TITLE: Register of claims

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

Register of claims in the 7th District Court in Carbon County.

RETENTION:

Retain 9 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Book(s) serve as a historically useful record for documenting the operation of the court and its ability to fulfill obligations to the public.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Seventh District : Carbon County)

SERIES: 14187

3

TITLE: Wills filed and recorded

DATES:

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then transfer to State Archives with authority to weed.